

State of Nebraska

Department of Health and Human Services

Request for Proposal #195-Z1

PROCURING OFFICE AND CONTACT PERSON

Procurement responsibilities related to this Request for Proposal reside with the State Purchasing Bureau. The point of contact for the procurement is as follows:

Name: Laurie Barger Sutter
Title: SICA Director
Agency: Office of Mental Health, Substance Abuse and Addiction Services
Address: P.O. Box 98925
Lincoln, NE 68508
Facsimile: 402-479-5162
E-Mail: laurie.sutter@hhss.state.ne.us

GENERAL INFORMATION

The Request for Proposal is designed to solicit proposals from qualified contractors who will be responsible for providing substance abuse prevention evaluation services at a competitive and reasonable cost. Proposals that do not conform to the mandatory items as provided in the **Proposal Instructions** will not be considered.

Proposals should conform to all instructions, conditions, and requirements included in the Request for Proposal. Prospective contractors are expected to carefully examine all documentation, schedules and requirements stipulated in this Request for Proposal, and respond to each requirement in the format prescribed.

A fixed-price contract will be awarded as a result of this proposal. In addition to the provisions of this Request for Proposal and the awarded proposal, which shall be incorporated by reference in the contract, any additional clauses or provisions required by the terms and conditions will be included as an amendment to the contract.

COMMUNICATION WITH STATE STAFF

From the date the Request for Proposal is issued until a determination is made and announced regarding the selection of the contractor, **contact regarding this project between potential contractors and individuals employed by the State is restricted only to written communication with the staff designated above as the point of contact for this Request for Proposal.**

Once a contractor is preliminarily selected, as documented in the intent to contract, that contractor is restricted from communicating with State staff until a contract is signed. **Violation of this condition may be considered sufficient cause to reject a contractor's proposal and/or selection irrespective of any other condition.**

The following exceptions to these restrictions are permitted:

1. Written communication with the person(s) designated as the point(s) of contact for this RFP or procurement;
2. Contacts made pursuant to any pre-existing contracts or obligations;

3. State staff and/or contractor staff present at the Pre-Proposal Conference when recognized by the OMHSAAS staff facilitating the meeting for the purpose of addressing questions; and
4. State-requested presentations, key personnel interviews, clarification sessions or discussions to finalize a contract.

Violations of these conditions may be considered sufficient cause to reject a contractor's proposal and/or selection irrespective of any other condition. No individual member of the State, employee of the State, or member of the Evaluation Committee is empowered to make binding statements regarding this RFP. The State of Nebraska will issue any clarifications or opinions regarding this RFP in writing.

WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a contractor regarding the meaning or interpretation of any Request for Proposal provision must be submitted in writing to the Office of Mental Health, Substance Abuse and Addiction Services and clearly marked "Contract Award Number HHSBH-05-SICA-01 Questions". It is preferred that questions be sent via e-mail to laurie.sutter@hhs.state.ne.us with the subject line clearly marked "Contract Award Questions." Questions may also be sent by facsimile to 402-479-5162, but must include a cover sheet clearly indicating that the transmission is to the attention of Laurie Barger Sutter, showing the total number of pages transmitted, and clearly marked "Contract Award Number HHSBH-05-SICA-01 Questions".

Written answers will be provided through an addendum to be posted on the Internet at <http://www.nebraskaprevention.gov/sicaevalrfp.htm> and <http://www.das.state.ne.us/materiel/purchasing/rfp.htm> on or before the date shown in the Schedule of Events.